

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the team.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources needed to complete them.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress regularly to ensure that the project is on track.

5. The final step is to evaluate the results of the project. This involves assessing the outcomes against the objectives and goals and identifying any areas for improvement.

6. Throughout the process, communication and collaboration are essential. Team members should be kept informed of progress and any changes to the plan, and their input should be valued.

7. It is also important to document the project's progress and findings. This helps to provide a clear record of what was done and why, and can be used as a reference for future projects.

8. Finally, it is important to celebrate the success of the project. This helps to boost morale and encourages team members to continue to work together effectively.

Jason S. Morrow

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Class	Subclass	Date	Examiner

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